

## FY\*\* CR BUSINESS PLAN ITEMS

(Items in red are mandatory for inclusion in the plan, others are just suggestions and are optional; add specific action items appropriate for your Field Office; dates, responsible person and remarks are examples on how to document the plan, adjust as necessary)

| <b>Objective: Civil Rights and Outreach Initiatives</b>  | <b><u>Start</u></b> | <b><u>Finish</u></b> | <b><u>Person Responsible</u></b> | <b><u>Remarks</u></b>   |
|--|---------------------|----------------------|----------------------------------|---|
| Prepare and submit news articles for the local paper (monthly, quarterly, etc.)  | 10/01/200*          | 09/30/200*           | DC/SC                            | Completed 10/1/**, 11/1/**, 1/1/**                                    |
| Evaluate program participation annually, document and correct deficiencies   | 10/01/20**          | 09/30/20**           | DC                               | Reviewed FY06 EQUIP, WHIP, WRP data 1/1/** – low female participation |
| Ensure County government and local Chamber Of Commerce has NRCS and the District listed in all publications and on websites  | 10/01/20**          | 01/01/20**           | DC, District                     | Note: Once this is done, no longer needs to be in business plan       |
| Conduct annual outreach to local grassroots Organizations (phone calls, presentations, letters, etc.)  | 10/01/20**          | 09/30/20**           | DC                               |   |
| Ensure field office staff reviews the most current "List of CR Items for Annual Review" (copy can be found on TN Website)  | 10/01/20**          | 01/01/20**           | DC                               |   |
| Review with the District Board the CR clause of the Mutual and Cooperative Working Agreements  | 01/01/20**          | 01/01/20**           | DC                               |   |
| Discuss the importance of diversity with the District Board Prior to this year's election/appointment process. Identify and recommend names of qualified females and minorities to serve | 02/01/20**          | 04/30/20**           | DC                               |   |
| Discuss the establishment of an advisory/affiliate Board in an effort to diversify (if there isn't one)  | 02/01/20**          | 04/30/20**           | DC, District Board               |   |
| Review LRF and beginning farmer data for the county  | 01/01/20**          | 06/30/20**           | DC                               |   |
| Prepare and submit PSAs for the local Radio station(s)   | 10/01/20**          | 09/30/20**           | FO Staff                         |   |
| Prepare articles for the FSA newsletter (monthly, quarterly, etc.)   | 10/01/20**          | 09/30/20**           | DC/SC                            |   |
| Establish a District non-discrimination statement  | 01/01/20**          | 09/30/20**           | DC, District Board               | Note: Once this is done, no longer needs to be in business plan       |